



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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## OPEN MEETING NOTICE

The following agenda describes the issues the group plans to consider at the meeting.

Title: DOC NIMS Steering Committee and DOC IMT Governing Board

Date / Time: 17 Jan 20 / 10:00am - 2:00pm

Location: DOC Central Office - 3099 E. Washington Ave., Madison, WI 53704; Room 1E-D.

Contact Name: David Melby

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Brief Description: The Steering Committee is multi-divisional committee is delegated the authority to provide oversight of the Department's NIMS initiatives and compliance in accordance with Federal Guidelines.

The Governing Board is a multi-divisional board delegated the authority to provide oversight of the Department's Incident Management Team's (IMT) initiatives

Agenda (Indicate Open and Closed session times)

DOC NIMS Steering Committee:

Closed Session: Nothing

Open session:

1. Roll call
2. Review committee membership
  - Discuss status and/or adding membership
3. Review committee priorities
  - Discuss and develop
4. Interoperability

- Wisconsin Office of Emergency Communications COMU Position Recognition Renewal Packet discussion and SIMCOM participation

## 5. Resource Management

- WI-CAMS discussion and use at WCI on 30 Dec 19
- WI-CAMS orientation discussion at Security Director meeting on 6 Feb 20

## 6. Training

- ICS Instructor application review/selection (action)
- How will we notify those selected?
- L-449 course scheduled for 17-21 Feb 2020 – seats held for DOC
- ICS Instructor cadre leadership – discuss selection process
- ICS Training Recommendations guide (discussion)
- WSIC FLO training: WCCS Admin staff – 4 Feb 20, DAI Security Directors – 6 Feb 20

## 7. NIMS Coordinators

## 8. Science and Technology

## 9. EOP's – No updates

## 10. DOC IMT

- 17 Jan 20 IMT Governing Board meeting –
  - i. Reviewing applications and/or making selections
  - ii. Handbook and 3-year TEP – Updated and sent to Governing Board for review/approval
- 24 Jan 20 team meeting – Focus on performance evaluation, forms training, and information sharing
- 2020 Deployment opportunities:
  - i. DARES IEMC – April 2020 (5 members)
  - ii. DNC – July 2020 (5-10 members)
  - iii. DARES FSE – Sept 2020 (5 members, 2 PERS)
  - iv. Regional JERU at RGCI – Oct 2020 (Entire team)

## 11. Preparedness and Emergency Response Section (PERS)

- 7 Jan 20 – DMS NIMS Policy finalized at Division Admin team meeting
- Reduction in section positions and Security
- DOC EOC Reorganization underway

- Working with DOA for agency COOP revitalization
- Starting agency DNC planning 28 Jan 20
- ED-73 needs to be reviewed again - DOC Responder required

## 12. JERU (regional event at RGCI)

- Report out on scope document and intent

## 13. Roundtable

## 14. Next meetings

- Dates, times, locations for the next year
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DOC IMT Governing Board (Meeting to commence immediately upon completion of NIMS Steering Committee)

Closed Session:

- Nothing

Open Session:

### 1. IMT Brief Out

- Welcome to Tim Reneau-Major and orient him to Governing Board Functions and Responsibilities
- Review current status of team

### 2. IMT Application Review

- Review and discuss candidates applications
- Approve new IMT team members

### 3. Review candidates from IMT interested in vacant Trainer Leadership Position

- Choose new leadership member for training position

### 4. Discussion of how to accomplish performance review of IMT Leadership

- Leadership performance review process and schedule reviews for next IMT Governing Board meeting

### 5. IMT Training and Exercise Plan update

- Discuss changes and/or updates

### 6. IMT Handbook update

- Discuss changes and/or updates

### 7. IMT Annual Report review

- Discuss the content of the report

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC AND MAY BE CANCELLED WITHOUT NOTICE

Times listed for meeting items are approximate and depend on the length of discussion. In order to confirm a meeting or to request a complete copy of the agenda, please contact the listed contact person.

**ACCESSIBILITY:** Any person wishing to attend who requires special accommodations should contact the person listed above before the scheduled meeting time.

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**DISTRIBUTION:** Original –Communication Office File